



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A CONDITIONAL NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: MH Specialist II **NUMBER:** 16-43
JOB CODE: A6000 **DATE:** 12/23/16
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8813276
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

MINIMUM QUALIFICATIONS: Master's degree in a human service field, plus experience (24 months or more) in facilitating, planning, and monitoring community substance abuse service provision work initiatives in either a community or mental health setting.

OR

Bachelor's degree in a human service field, plus considerable experience (48 months or more) in facilitating, planning, and monitoring community substance abuse service provision work initiatives in either a community or mental health setting.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs

KIND OF WORK: This is a conditional appointment position funded by grant monies for a period of at least five (5) years. Employment may be continued based on availability of funding. This is professional work in providing facilitation, planning, and monitoring community substance abuse service provision work initiatives within the State of Alabama to fulfill the Strategic Prevention Framework Prescription Drug (SPF Rx) five-year cooperative agreement entered into with the Substance Abuse and Mental Health Services Administration (SAMHSA). Duties include: coordinating activities associated with program operation for community mobilization efforts for evidence-based practices and environmental strategies; coordinate and provide logistical support for training workshops for the target youth, adult, and professional populations; mobilize, advertise, coordinate and assist communities with paid and volunteer staff associated with the implementation process; coordinate community compliance and monitoring visits; identify, assist, and inform the Project Coordinator/Director on the development of coalition's ability to work on internal and external issues that affect the organization; work in conjunction with SPF Rx communities to coordinate activities; contribute to effective team work between the Community Sub recipient, Discretionary Grants Coordinator, Community and Funding Source; assist with organizing, planning, and development efforts on behalf of the sub recipient as appropriate; participate in training workshops as outlined by fiscal agent and funding source;

Assist community members to work towards Prevention Specialist Certification and developing resources to assist with the overall Strategic planning process; assist with the development of an operational plan which supports goals and objectives of the community sub recipient's strategic plan; provide resource development material to assist communities; assist with the overall operations aspects of the community sub recipient meeting the expectations of the SPF Rx outcomes, plans and activities; submit reports, plans, and evaluate material as requested by the evaluation staff, fiscal agent and funding source; assist with maintaining the integrity of all privileged materials by securely storing for privacy/confidentiality; provide support to the communities by preparing meeting agenda and supporting materials; coordinate meeting agenda items and resource materials with the community stakeholders; work with the community sub recipients to assist with expenditures, documentation and ensure communication on responsibilities for implementation of services; assist with community outreach goals; communicate with stakeholders to keep them informed of resources that are available to facilitate the work of the project; assist with mobilization efforts; identify changes in the community served by the organization that may impede progress toward overall goals and objectives; nurture good working relationships and collaborative arrangements with all community stakeholders, coalition members, healthcare professionals, and ADMH staff to help achieve the goals of the project.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of evidence based principles and practices relative to substance abuse prevention services. Knowledge of SAMHSA's strategic prevention framework and its application to Alabama's prevention services system. Knowledge of strategies needed to create an effective, statewide, coordinated risk and protective approach to substance abuse prevention. Knowledge of SAMHSA's SPF SIG guidelines. Knowledge of federal and state laws, rules, regulations, and procedures. Knowledge of confidentiality, privacy, and other client rights issues. Ability to express ideas clearly and in a concise manner, electronically, orally and in writing. Ability to plan, organize, and monitor work activities to achieve established goals. Ability to manage multiple projects simultaneously. Ability to develop short and long range plans and objectives. Ability to provide effective training and technical assistance. Ability to utilize personal computer, internet resources and software programs. Ability to establish and maintain effective working relationships with the Alabama Department of Mental Health staff, community providers, coalitions, stakeholders, and the general public.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/ Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: January 6, 2017